

STATE OF COLORADO

DEPARTMENT OF HIGHER EDUCATION



John Hickenlooper
Governor

Lt. Gov. Joseph A. Garcia
Executive Director

Research and Information Policy Officer Position Description

The Colorado Department of Higher Education (DHE) invites applications for the Research and Information Policy Officer to perform analytical duties and be a liaison of information between postsecondary and secondary education for the state of Colorado.

Nature of Work and Responsibilities:

The Research and Information Policy Officer will gather and analyze research related to the intersection between high school and postsecondary education including higher education expectations, alignment of assessments, impacts of developmental education programs, and other student level data. Through an interagency data agreement and the ability to share and link student-level data, DHE will work with CDE to help districts better understand individual student performance as they progress through the P12 and postsecondary education systems. More specifically, the data analyst will prepare postsecondary performance reports for each high school, including enrollment, concurrent enrollment, remedial placement (including score ranges), student performance, retention, and grades. The data will be disaggregated by ethnicity, gender, and admission index ranges. This position will also work closely with the Academic Policy Officer on the PWR Endorsed Diploma initiative and will oversee the pilot research projects associated with this project including the research design, implementation, and evaluation. Lastly, the position will perform research and analytical functions as needed as part of the Research division.

The Research and Information Policy Officer works under the Research division of DHE and directly reports to the Director of Research and Information.

Requirements:

The Research and Information Policy Officer should have a broad understanding of research and policy relevant to secondary and postsecondary education, a combination of organizational and research skills as indicated by a preferred master's degree in higher education, education, evaluation, statistics, public policy, social sciences or pertinent field, and strong problem-solving skills.

Specifically, the analyst's background and experience would include:

- Knowledge of higher education and K12 education policies;
- Knowledge of current research methodologies and statistical techniques;
- Ability to plan, organize and complete assignments independently;

- Effective communication skills (oral and written);
- Ability to carry out multiple assignments;
- Applicable statistical or research experience;
- Competency with Excel and SPSS or SAS;
- Master's degree (or equivalent course work) in Higher Education, Sociology, Public Administration, Policy Analysis, Statistics or related field; and
- Minimum of two years work experience in education and higher education policy and research.

Employees at the Colorado Department of Higher Education are offered excellent benefits including; medical, dental, and life insurance. We provide a benefit allowance to offset the benefit cost. We participate in the ECO PASS Program at minimal cost to the employee.

Salary Range and Employment Duration

Low fifty to mid-fifty contingent upon experience.

Please note hiring and length of employment are contingent upon grant funding. The position is funded through a grant from the Rockefeller Philanthropy Advisors to support the department's work with the K-12 system in aligning postsecondary policies with the Common Core State Standards (CCSS). The grant is part of an initiative entitled "Core to College: Preparing Students for College Readiness and Success," which seeks to improve student achievement and college readiness and, ultimately, to increase rates of postsecondary enrollment and completion. Colorado is one of ten states to receive \$200,000 per year for three years. The grant will support the efforts of the higher education system to ensure that admissions standards, educator preparation programs, basic skills policies and assessments align with the Common Core State Standards. Funding for the initiative is provided by the Lumina Foundation, the William and Flora Hewlett Foundation and the Bill & Melinda Gates Foundation. The position is funded by the grant through December 1, 2014.

Interested Applicants

Please submit a cover letter, resume, salary history, and the names and contact information of three references to:

Cindy Langan, DHE Human Resources
 1560 Broadway, Suite 1700, Denver, CO 80202
 Fax to 303-292-1606
 Email to jobs@collegeinvest.org

Position will remain open until filled. Application review begins immediately and position start is immediate. Employment is contingent on successful completion of a criminal background check.

The Colorado Department of Higher Education is an Equal Opportunity employer. In compliance with federal and state anti-discrimination laws, the Department does not discriminate in matters of employment based on disability, race, creed, color, sex, sexual orientation, transgender status, religion, age, national origin, or ancestry.